

**Assistive Devices Program**  
5700 Yonge Street, 7<sup>th</sup> Floor  
Toronto ON M2M 4K5  
[www.health.gov.on.ca/adp](http://www.health.gov.on.ca/adp)

**Programme d'appareils et accessoires fonctionnels**  
5700, rue Yonge, 7<sup>e</sup> étage  
Toronto (ON) M2M 4K5  
[www.health.gov.on.ca/paaf](http://www.health.gov.on.ca/paaf)

**Tel.:** 416-327-8804  
**Fax.:** 416-327-8192  
**Toll Free:** 1-800-268-6021  
**TTY:** 416-327-4282  
**TTY:** 1-800-387-5559  
**E-mail:** [adp@ontario.ca](mailto:adp@ontario.ca)

**Tél. :** 416-327-8804  
**Télé. :** 416-327-8192  
**Sans frais:** 1-800-268-6021  
**ATS :** 416-327-4282  
**ATS :** 1-800-387-5559  
**Courriel:** [adp@ontario.ca](mailto:adp@ontario.ca)

## Memorandum

**To:** ADP grant applicants, Diabetes Education Programs, hospitals, ADP-registered vendors, patient advocacy organizations

**From:** David Schachow, Interim Director, Assistive Devices Program

**Date:** May 1, 2020

**Subject:** **COVID-19 Pandemic – Submitting ADP Grant Applications via Email (CORRECTED EMAIL ADDRESS)**

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Ontarians who are eligible for Assistive Devices Program (ADP)-funded supplies can now submit **applications for supplies grants via email**.

This includes applications from eligible Ontarians for:

- Breast Prothesis
- Enteral Feeding Pumps and Supplies
- Insulin Pumps and Supplies for Adults and Children
- Insulin Syringes for Seniors
- Ostomy Grants
- Respiratory Equipment & Supplies

Applicants should print the application form, complete it with the assistance of their health care provider(s) if applicable, and send a copy via email to: [assistivedevicesprogram@one-mail.on.ca](mailto:assistivedevicesprogram@one-mail.on.ca). Applicants must ensure the form is complete, signed, and that all pages are included in the attached file.

This e-mail account is secure and, if the e-mail is encrypted or sent from another secure e-mail (such as a hospital), personal health information is protected. Unsecured e-mails are sent at the submitter's risk.

The ADP will accept signatures that are not original on the ADP application form, from the client (or their representative) and health care professionals. The ADP will accept a family member's or care-giver's signature in place of the applicant on the application form. Where a family member or care-giver has signed on behalf of the applicant, please indicate the relevant relationship and contact information should it be different than the applicant.

Completed applications will be processed and eligible applicants should receive their first payment within approximately 30 days of their application being approved. Cheques will be mailed to the payee's address, confirming approval. Applicants whose claims are not approved will be contacted directly by ADP for additional information.

Applicants must retain their original applications. Please do not mail applications to the ADP office until further notice.

Applicants who have already applied for grant funding via a physical application mailed to the ADP office are not required to submit a new application via email. Applications that were received by mail are being processed.

Existing grant recipients who are due for a renewal between March 12 and June 30 will receive additional funding for four months. Renewal letters will follow by mail for completion and return to ADP.

All questions related to this memorandum should be sent to: [adp@ontario.ca](mailto:adp@ontario.ca).

(original signed by)

David Schachow